



REQUIREMENTS TO ADVANCE TO A PROFESSIONAL OCCUPATIONAL LICENSE

1. Completed application found at: <http://www.state.tn.us/education/lic/doc/ed5406.pdf>
2. Verification of current/valid industry certification.
3. Submit evidence of attending the required three-day pre-service training for occupational education teachers their first year of teaching. Certificates are presented to participants at the end of the training.
4. Submit evidence of attending the two day professional development provided by Tennessee CTE division. Certificates are presented to participants at the end of the training
5. Complete four days of observation of other teachers during the current school year. Be assigned a mentor teacher by the Local Education Agency (LEA). The visits and mentor assigned must be documented on the form found at:
<http://www.state.tn.us/education/lic/doc/occadv.pdf>
6. Complete an approved teacher preparation program designed to meet the knowledge and skills of occupational teachers. These courses must be completed within three years of employment. Official transcripts and a letter of completion are required from the Certification Officer. See the Occupational License Advancement Programs list for approved programs.
7. Complete three years of teaching in an approved school and receive a positive recommendation based on your evaluation by the LEA. Form found at:
<http://www.state.tn.us/education/lic/doc/ed5406.pdf>

710 JAMES ROBERTSON PARKWAY 4TH FLOOR ANDREW JOHNSON TOWER NASHVILLE TN 37243

INFORMATION NEEDED FOR FEDERAL REPORTING - COMPLETE BOTH ETHNICITY & RACE

PLEASE READ CAREFULLY BEFORE SIGNING - MUST BE COMPLETED

Signature _____ **Date** _____

TRANSACTION (S) REQUESTED. (Check and complete following page(s) if applicable)

CHOOSE TYPE OF INITIAL TENNESSEE LICENSE DESIRED

(THIS SECTION ONLY APPLIES TO THOSE WHO HAVE NEVER HELD A TENNESSEE LICENSE OR DESIRING ADDITIONAL LICENSE TYPE)

- INITIAL LICENSE-TN Institutions Only (Apprentice, Apprentice Special Group, Beginning Administrator, or Instructional Leader) circle one
OUT OF STATE LICENSE (Program completers outside of TN / USA or applying based upon interstate agreement)
NON-PUBLIC SCHOOL LICENSE (Employment verification required)
TRANSITIONAL LICENSE (Requires signature from TN Director of Schools and verification from approved institution/agency)
INTERIM "B" LICENSE (Requires signature from Director of Schools, and verification from Dean of Education/Certification Officer at teacher preparation institution)
INTERIM "D" LICENSE (Internship) (Requires signature of Dean of Education at teacher preparation institution)
OCCUPATIONAL EDUCATION LICENSE (Apprentice Occupational)
PERMIT (This is not a Tennessee teaching license and can only be applied for by a Tennessee Public School System)
3 YEAR INTERNATIONAL CREDENTIAL (Requires signature from Director of Schools, nonrenewable)
JROTC LICENSE (Requires signature from TN Director of Schools)
SPEECH/LANGUAGE PATHOLOGIST OR SPEECH/LANGUAGE TEACHER OR SCHOOL AUDIOLOGIST
NATIONAL BOARD CERTIFICATION

ADVANCEMENT TO APPRENTICE LEVEL OR PROFESSIONAL LEVEL LICENSE

ONLY APPLICABLE IF HELD A PREDECESSOR TENNESSEE LICENSE

- ADVANCEMENT FROM APPRENTICE LEVEL TO PROFESSIONAL LEVEL (Professional, or Professional School Service Personnel) circle one
 ADVANCEMENT FROM ALTERNATIVE "A" or ALTERNATIVE "C" OR ALTERNATIVE "E" TO APPRENTICE LEVEL (Apprentice or Out of State) circle one
 ADVANCEMENT FROM INTERIM "B" TO APPRENTICE LEVEL (Apprentice or Out of State) circle one
 ADVANCEMENT FROM INTERIM "D" TO APPRENTICE LEVEL
 ADVANCEMENT FROM ALTERNATIVE "I" OR ALTERNATIVE "II" (Apprentice or Out of State or Professional) circle one
 ADVANCEMENT FROM TRANSITIONAL (Interim B, Apprentice or Professional) circle one
 ADVANCEMENT FROM APPRENTICE OCCUPATIONAL TO PROFESSIONAL OCCUPATIONAL LICENSE
 CONVERSION FROM TENNESSEE TEACHING LICENSE TO SCHOOL SERVICE PERSONNEL LICENSE (Speech/Language only)
 ADVANCEMENT TO PROFESSIONAL LEVEL ADMINISTRATOR LICENSE

RENEWAL OF OR AMENDMENT TO AN EXISTING LICENSE

ONLY APPLICABLE IF AMENDING AN EXISTING TENNESSEE LICENSE

- RENEWAL OF LICENSE (Check one)
 _____ 5 Year License (Apprentice/Apprentice Special Group/Out of State) _____ JROTC _____ 10 Year License (Professional/Professional Special Group)
 _____ Administrator License (Beginning/Professional) _____ 5 Year Apprentice Occupational License _____ 10 Year Professional Occupational License
 _____ Alternative A (Speech Lang. only) _____ Interim B _____ Interim D _____ Transitional _____ National Board Certification
 AMENDMENT TO ADD ADDITIONAL DEGREE TO TEACHING LICENSE (Check one of the following and attach official transcripts)
 _____ Masters Degree _____ Master's Degree +30 semester graduate hours _____ Education Specialist _____ Doctorate Degree
 AMENDMENT TO ADD ENDORSEMENT AREA (S) TO TEACHING LICENSE (Identify area to be added) _____
 NAME CHANGE (Requires a notarized copy of the marriage license, divorce decree, or court order that has generated the legal name change) Social Security card n/a
 ADDRESS CHANGE NOTIFICATION

**APPLICATION FOR OCCUPATIONAL EDUCATION LICENSURE ADVANCEMENT
FOR EDUCATORS EMPLOYED IN TENNESSEE PUBLIC SCHOOLS**

SCHOOL YEAR _____

APPLICANT NAME _____ SOCIAL SECURITY NUMBER _____

ALL DOCUMENTS SUBMITTED TO THE OFFICE OF TEACHER LICENSING BECOME THE PROPERTY OF THE STATE DEPARTMENT
OF EDUCATION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE DEPARTMENT PROVIDE COPIES OF
DOCUMENTS TO THE APPLICANT OR THIRD PARTIES.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO CAREER TECHNICAL OFFICE

TO BE COMPLETED BY SCHOOL SYSTEM/FIELD SERVICE CENTER

School Name _____ Phone Number _____

School System _____ Phone Number _____

School System Address _____
Street City State Zip Code

Identify subject area with endorsement codes(s) for which observation was conducted.

Check License Type _____ Apprentice Occupational List Endorsement Code _____ Expiration Date _____ mm/dd/yyyy

Verification of Experience _____ Years _____ Months _____ Days (3 years of verified experience required)

Evaluated by _____ **Principal/Supervisor**
Signature of Evaluator (Please circle one)

Recommendation Level

The above educator has been evaluated and meets the required competency level for all designated domains and is recommended for advancement to the Professional License: _____ YES _____ NO

Principal's Signature _____ Date _____

Director of Schools Signature _____

Assistant Commissioner of Education/CTE Signature _____ Date _____

TL Use Only

Evaluator _____ Name/SSN _____ License/Endorsement _____ Experience _____
Recommended _____ Authorized Official Signature _____ Returned to School _____ Issue _____

OCCUPATIONAL TEACHER EVALUATIONS

Name: _____ Social Security Number: _____

System: _____

The following must be completed to advance to a Professional License (after 3 years).

- Three Days Pre-Service (certificates must be submitted in the packet) Date Completed: _____
- Up to 18 Semester Hours of Approved College Credit (an official transcript and a letter of completion signed by the Certification Officer.) Date Completed: _____
- Two days of Approved Professional Development (certificates must be submitted in the packet) Date Completed: _____

Four one-day visits

Visit 1 _____ Date Completed: _____
School and Instructor

Visit 2 _____ Date Completed: _____
School and Instructor

Visit 3 _____ Date Completed: _____
School and Instructor

Visit 4 _____ Date Completed: _____
School and Instructor

This is to confirm all required work has been completed to advance:

Signed: _____
(Teacher's Signature)

Signed: _____
(Mentor's Signature)

EXPERIENCE VERIFICATION FORM

Use one line for each change in status. Do not include leave of absence periods.

SOCIAL SECURITY NUMBER

IMPORTANT: Educator please keep a copy of this form. You will need to give a copy to your superintendent/director when you are employed in a Tennessee school.

Information below to be completed ONLY by the SCHOOL SYSTEM OR COLLEGE where teaching was performed.

EXPERIENCE RECORD (Please list experience yearly, each year on a separate line, beginning July 1 and ending June 30.)

[illegible]

THE ABOVE SCHOOL, SCHOOL SYSTEM OR COLLEGE OR UNIVERSITY WAS FULLY APPROVED OR ACCREDITED BY THE _____ AT THE TIME SERVICE WAS PERFORMED.

(State Department of Education or Association of Colleges & Schools)

Check one of the following:

☐ Public School ☐ Private School ☐ Charter School

☐ U.S. Government Service Teaching Program ☐ Full-time Teacher at a Regionally Accredited Institution (College or University)

I HEREBY CERTIFY THAT THE ABOVE LISTED EXPERIENCE IS A TRUE AND CORRECT COPY OF THE RECORDS ON FILE FOR THE EDUCATOR NAMED ABOVE

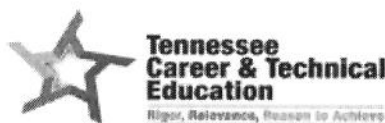
(This form must be signed by an authorized official from agency/institution as stated above.)

Signature _____ Title _____ Telephone Number _____

Address _____

Street/P.O. Box	City	State	Zip Code
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Email Address _____ Date _____



Occupational License Advancement Programs

Currently, there are eight universities approved by the Department of Education to prepare career-technical teachers and recommend them for advancement to a Professional Occupational License. If additional information is needed about a specific preparation program, please contact the institution. If you experience any problems or questions regarding this process please contact, Penney Ashe, CTE Licensure Consultant at (615) 532-2834 or penney.s.ashe@tn.gov

East Tennessee State University

Angela Murray
PO Box 70685
Johnson City, TN 37601
(423) 439-7626
Email: murray.p@etsu.edu

UT Chattanooga

Constance Cloud
312G Hunter Hall, Dept. 4154
615 McCallie Avenue
Chattanooga, TN 37403
(423) 425-4022

University of Memphis

Mary L. Lanier
200 Ball Hall
Memphis, TN 38152
(901) 678-2377

UT Martin

Erica Bell
110 Gooch Hall
Martin, TN 38328
(731) 881-7089
Email: ebell@utm.edu

Tennessee Tech University

Amanda Roberts
PO Box 5092
Cookeville, TN 38505
(931) 372-3097
Email: aroberts@tnitech.edu

Tennessee State University

Chip Harris
Avon Williams Campus, Box 124
330 10th Avenue North
Nashville, TN 37203
(615) 963-7344
Email: charris@tnstate.edu

Lincoln Memorial University

Dr. Rick Grubb (ask for Lisa)
Avery Hall, Box 2000
Cumberland Gap Parkway
Harrogate, TN 37752
1-800-325-0900, Ext: 6405

Middle Tennessee State University

Dr. Alphonse Carter, Jr
Dr. Jo Edwards (Health Science)
Murfreesboro, TN 37132
(615) 898-2095